

Weatherby Estates HOA Meeting Minutes  
12/14/08, Waller Residence

I. Call to order at 6:00p.m. Quorum present. No community members present.

Attending: Tawna, Rich via phone, Pat, Becky, Jodi, Ted, Kevin, Connie

II. Minutes – Mary not present with previous minutes to finalize. Will check back to finalize with her later. Connie will take minutes in Mary's absence.

III. Officer's Reports

A. Treasurer

- One homeowner wanted to know balance of dues so payment could be made.
- Discussion on what fees to charge for having to place a lien on property.
- Decision made to currently split lien processing fees between the two involved homeowners (now), and in future, charge actual attorney fees per case.

B. President

- Snow coming on Wed/Thur
- Decision made to send email asking for proxies to Thursday's meeting if homeowners unable to attend.
- ACTION:** Tawna to send email to [homeowners@weatherbyestates.org](mailto:homeowners@weatherbyestates.org).

IV. Committee Reports

A. Maintenance

- Putting a timer on the waterfall will cost \$100.
- Water can be turned off at night during the summer but should have continuous running during the winter to prevent freezing.
- A tree fell over the chain fence at the lower retention pond.

B. Web

- ACTION:** Kevin will put up proposed amendments on web (link to newsletters).
- ACTION:** Our website qualified for a 4 star award from Regenesi.net. Kevin will add recognition logo given by Regenesi.net

C. ACC

- Follow-up letters (2<sup>nd</sup> letter) have been sent to community.
- ACTION:** Becky to contact atty to hand over out of compliance properties.
- ACTION:** ACC to send out of compliance letters.

D. Nominating Committee

- Committee gave rough draft of nominating requirements to board.

E. Landscaping

- ACTION:** Rich to contact Nell to check on status of finding landscaping bids.
- We need to educate community to notify us when they notice the sprinkler system is having problems.
- We should try using less water and then observe to see if the landscape still does well.

This could cut expenses.

-Utility expenses continue to drop thanks to maintenance committee vigilance.

-Realtor who called Tawna said unfinished structure is detriment to sales and questioned whether the CC&Rs are being enforced.

**-ACTION:** Tawna to see if he will send email documenting his comments.

#### V. Unfinished Business

A. 2<sup>nd</sup> set of Quickbooks? \$349 for new. Becky will uninstall Quickbooks on her machine and give to Pat rather than purchase a new copy.

B. Discussed the need to draft a Policy and procedure for how to handle incoming communication to ACC/Board. This is so all necessary officers/directors/ACC members are notified and kept in the loop when discussing different types of critical issues.

C. ACTION: Jodi will check on the fees involved in hiring a HOA management company. She'll give to Pat to have for Thursday's meeting.

D. Mary is to make a sign-in sheet for Thursday's meeting, statement for mail vs email for homeowners to accept risks of spam filters, etc.

E. Lien process: **ACTION:** Becky will make form that shows the process (Hold this item for next meeting)

F. Resolution 13: to approve all interim board actions. M/S/P 3/0 (Will pass out at Thursday's meeting to notify homeowners.)

G. ACP (atty/client/privilege)

**-ACTION:** Becky to type up attn notes for records and send to directors.

-Suggestion made to have a support person on conference call w/atty to hear everything said.

H. New business items for next meeting. Didn't have enough time to finish. Ask atty on amendment language – 75% of entire subdivision or 75% of eligible voters? (Article 18)

**-ACTION:** Ted to write Resolution 14 for \$250 fee for new structure.

**-ACTION:** Ted to write Resolution 15: Can't begin a new structure if previous one isn't finished.

-Resolution 16 needs to be written for Neighborhood Rules & Guidelines: small signs ok for alarms. What commercial signs are ok.

I. Meeting at Alf's

-Sign-in area: email spam risk form

-Copies of financials: bring out success stories.

**-ACTION:** Tawna will make agenda.

**-ACTION:** Becky will make a sheet with voting ballot and proxy.

**-ACTION:** Pat will bring whiteboard.

**-ACTION:** Becky to email copies of proposed budget.

**-ACTION:** Pat to copy for meeting.

**-ACTION:** Connie make give copies of amendments to have at meeting.

**-ACTION:** Tawna to email community to ask for proxies if homeowners unable to

attend.

-**ACTION:** Tawna to mail .pdf of CAI board member tool kit to board members and ACC.

J. Motion to go into **Executive Session** M/S/P 3/0

-Ended Executive Session

-Motion to give Lot out of compliance to atty. M/S/P 3/0

VII. Meeting adjourned by general consent.